

STATE OF NEVADA
OFFICE OF THE STATE ENGINEER
DIVISION OF WATER RESOURCES

Solicitation to Furnish
Emergency Action Plan Review
for Nevada Dams

Project Specifications and Instructions for
Submittal of a Response

Tracy Taylor, P.E., State Engineer

Instructions to Consultants

The Division of Water Resources must receive written responses by 5:00 PM, February 26, 2007.

Please submit three (3) copies of your response to:

Michael J. Anderson, P.E.
Nevada Division of Water Resources
901 South Stewart Street, Suite 2002
Carson City, Nevada 89706
(775) 684-2800

Please direct all questions pertaining to this **solicitation** to Michael J. Anderson or Robert K. Martinez at the above listed number. All materials submitted in accordance with the response guidelines become the property of the Division of Water Resources and will not be returned.

The work to be provided consists of review of Emergency Action Plans (EAPs) for dams in Nevada; approximately 100 EAPs will be available for review. The successful contractor shall furnish notes and recommendations for each EAP reviewed. Please note that the majority of the EAPs will pertain to significant hazard dams and have been prepared under the direction of a Nevada licensed engineer.

Each response shall include the following items:

1. Consultant's experience (within the prior five (5) years) with similar EAPs. Please provide a reference name and telephone number for each project listed and one copy of an EAP prepared, updated or exercised by the consultant.
2. Education and similar past experience of the consultant's staff who will be assigned to this project, including the name and license number of the professional engineer in charge of the project.
3. A preliminary manpower outline (including an estimate of the number of man-hours) and a listing of your firm's technical equipment to support this effort.
4. Your approach to establishing the review schedule including a list of other major projects that are utilizing your firm's resources and an estimate of time to complete the project.
5. Your familiarity with the dam EAP process and formats, especially that described in that document known as "Emergency Action Planning for Dam Owners" (FEMA 64).
6. Your approach to EAP review. Identify potential complications or difficulties that may be encountered in the implementation of these services and suggested resolutions.

The written response shall be limited by the following:

1. Presentation for items (1), (4) and (5) shall be limited to two (2) double-spaced, single sided 8 ½ “x 11” pages for each item. Items (2) and (3) must be single sided 8 ½ “x 11” pages but have no spacing requirement or page limit.
2. Supply information on personnel and equipment to be used on this project only.
3. Current organizational chart.

Selection will be based on evaluations of the factors shown on the evaluation chart (attached) from the written response(s) to arrive at a final evaluation. The firms will be ranked with negotiations for compensation and consultant agreement conducted following selection of the consultant. If an acceptable agreement cannot be reached with the initial consultant selected, the State Engineer will proceed to negotiate with the next most qualified firm and so on, until an acceptable agreement is reached.

With this solicitation, the consultant is furnished a link to an on-line copy of the draft contract. Compensation shall be on a cost per unit of work performed with a unit of work defined as submittal of a completed EAP review report, unless otherwise negotiated.

Attachments:

EAP review deliverables

Consultant evaluation form

Instructions for viewing or downloading a sample contract

Dam EAP review deliverables:

1. All EAPs shall be compared to the standard format suggested by the State Engineer as outlined in that publication known as “Emergency Action Planning for Dam Owners” (FEMA 64). Said comparison shall include, but not be limited to:
 - a. Are all the components in place?
 - b. Is the hazard classification of the dam appropriate?
 - c. Is the critical infrastructure identified?
 - d. Were the inundation map(s) and modeling methods appropriately applied pursuant to standard engineering practice?
 - e. Are there adequate emergency condition scenarios included with appropriate responses?
 - f. Are the EAP update and exercise procedures and personnel identified?
2. Completion of review form provided by State Engineer (alternate form proposed by contractor may be acceptable).
3. A summary of deficiencies/strengths of particular EAP.
4. Rating of relative significance of deficiencies/strengths of particular EAP.

CONSULTANT EVALUATION FORM

Project Description: Nevada Dam Emergency Action Plan Review Date: _____

CONSULTANT: _____

Does the consultant have a Nevada licensed professional engineer slated for assignment to the project? Yes _____
No _____ (fail)

Evaluation Item	Score:	
	Max	Actual
1. Professional excellence, demonstrated competence in the service to be provided, and specialized experience.	30	
2. Demonstrated familiarity with the Nevada dam Emergency Action Plan standard (FEMA 64).	25	
3. Staffing capability, favorable workload, and ability to meet schedules, including an assessment of the consultant's ability to add this project to their workload.	10	
4. Past performance in terms of cost control, quality of work and compliance with performance schedules.	5	
5. Principals to be assigned, education and experience of project manager and other personnel.	10	
6. Nature, relevance and quality of work completed in five (5) years prior.	10	
7. Equipment, software, etc... to complete project.	5	
8. Other factors deemed relevant to the agreement effort.	5	
TOTAL	100	

Comments:

Review Engineer

A sample contract form in PDF format (8 pages) can be viewed and printed from the Department of Administration, Purchasing Division at the following Internet address:

<http://purchasing.state.nv.us/contract.pdf>

A copy of a blank contract or this entire solicitation can be acquired from the Division of Water Resources by calling (775) 684-2800.